



Deborah A. Gist  
Commissioner

State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminister Street  
Providence, Rhode Island 02903-3400

## **VACANCY NOTICE**

### **DIVISION OF FISCAL INTEGRITY & EFFICIENCIES FINANCE OFFICE**

#### **\* ADMINISTRATOR, FEDERAL BUDGET**

**Salary (Min) \$75,850 (Mid) \$98,605**

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**POSTING PERIOD:** January 26 – February 8, 2011

**Applications will be accepted until position is filled.**

<b>APPLICATION REQUIREMENTS:</b>	<b>Mail or email application materials to:</b>
<ul style="list-style-type: none"><li>➤ Cover letter</li><li>➤ Resume</li><li>➤ 2 current letters of reference</li><li>➤ CS-14 application</li><li>➤ Equal Employment Opportunity Form (optional)</li></ul>	<p>Rhode Island Department of Education Office of Human Resources 255 Westminister Street Providence, RI 02903</p> <p><a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a></p>

Employment opportunities, application requirements and instructions posted at [www.ride.ri.gov](http://www.ride.ri.gov)

**PLEASE NOTE:** Candidates selected for interview will be required to submit official transcripts.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

**(Position is part of Local 2012, AFT)**

**\* SUBJECT TO FTE AND FUND AVAILABILITY**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**Telephone** (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575 **Website:** [www.ride.ri.gov](http://www.ride.ri.gov)

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  
**NONCLASSIFIED JOB DESCRIPTION**

**TITLE:** Administrator, Federal Budget

**GENERAL STATEMENT OF DUTIES:** Incumbent is responsible for leading, supporting and overseeing all phases of the financial administration of the Department's federal resources, leading RIDE's efforts in articulating and implementing coherent policies that integrate federal grant programs and fiscal functions within the Department's strategic aims and results in implementation and use of federal resources at the Department, district and school levels in an integrated manner.

**SUPERVISION RECEIVED:** Works under the direction of a Director with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to program and professional standards.

**SUPERVISION EXERCISED:** Responsible for leading the work of assigned staff. Incumbent establishes work plans, performance goals, performance coaching, and the development of assigned staff. Incumbent provides input into the performance assessment of staff assigned and/or in peer or colleague review, as appropriate in cooperation with Director or Supervisor.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Leads the Department's efforts to secure federal resources through the proper administration of these resources, which includes its central accounting and expenditure control and the interpretation, dissemination, and implementation of relevant legislation and regulatory policy, including but not limited to reporting, auditing, earmarking, matching and maintenance of effort requirements.

Coordinates and streamlines work processes associated with federal grants management.

Plans, develops and oversees the creation of policies, procedures and systems in accordance with standards for effective financial management.

Serves as the primary contact for federal agencies and represents the Department's position in inter-agency/inter-governmental collaboration and coordination initiatives.

Responsible for the oversight of all the activities related to the financial administration of the federal budget.

Responsible for leading and ensuring that the work of assigned staff is completed, providing review and approval of federal financial transactions, cash management, grant applications, contracts, payments to sub-recipients and state level expenditures and issuance of grant award notices.

Performs related work as assigned.

**KNOWLEDGE AND SKILLS:**

Knowledge of applicable federal, state and local laws, rules and regulations.

Knowledge of applicable accounting and budgeting systems.

Knowledge of organizational structures of educational systems and legislation

Knowledge of principles and practices of governmental management, budgeting, accounting, contracting and purchasing

Knowledge of methods of administrative analysis and evaluation

Knowledge of applicable financial management and information systems

Knowledge of applicable formula allocation and competitive processes

Knowledge of staff and program management

Skilled in communicating effectively, both orally and in writing.

Skilled in grant writing and grants application processes

Skilled in analyzing, interpreting, and responding to written State and Federal laws, regulations, and policies.

Skilled in conducting complex studies, analysis, and evaluations, both financial and programmatic.

Skilled in the development of policy documents, procedure manuals, and official correspondence.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Skilled in identifying financial management problems and to work creatively and independently towards their resolution

Skilled in conducting research, organizing information, analyzing and summarizing complex studies and preparing reports.

Skilled in organizing, directing and evaluating effectiveness of programs

**EDUCATION:** Master's Degree in Public Administration, Business Administration, or a closely related field

**EXPERIENCE:** Such as may have been gained through employment in a responsible high level managerial position in a public agency concerned with the administration of federal financial resources.

and/or any combination of knowledge, skills and experience that is substantially equivalent to the above.

Reasonable accommodations can be made for qualified individuals with a disability.

DATE: January 2011